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Ontario Department of Education

Recommendations and Regulations

for the

ESTABLISHMENT, ORGANIZATION AND MANAGEMENT

of

HOME ECONOMICS COURSES

in

Public and Separate Schools

PRINTED BY ORDER OF
THE LEGISLATIVE ASSEMBLY OF ONTARIO

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2M, May, 1940
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INTRODUCTORY NOTE

The courses in Home Economics for Public and Separate Schools are recommended as a training for girls for both educational and practical reasons. Since all young girls are members of families and a large number of them will establish homes of their own, it is desirable that they understand the factors that enter into the making of a home, and have training in the fundamental activities of efficient management.

Instruction with practical application should be provided in a wide range of work including the selection, storing, use, preparation and serving of food; selection, care, use and construction of clothing and household furnishings; the care and use of a home and its equipment; the care and guidance of children; the necessity for maintenance of good health; and the home-care of the sick.

In all grades the courses should be so planned and taught as to develop a keen interest in the home, correct health habits, habits of cleanliness, neatness and methodical work, and a respect for homemaking in all its branches. The standard of work demanded should be determined by the abilities of the pupils. Pupils should not be permitted to undertake projects which they cannot complete satisfactorily.

Under the authority of the Department of Education Act, the Minister of Education has approved the following Recommendations and Regulations for the Establishment and Maintenance of Home Economics Courses in Public and Separate Schools: (1) General Regulations, applicable to all schools; (2) Special Provisions.

HOME ECONOMICS IN URBAN PUBLIC AND SEPARATE SCHOOLS AND IN CERTAIN LARGE GRADED RURAL SCHOOLS GENERAL RECOMMENDATIONS AND REGULATIONS

PART I

1. These Recommendations and Regulations provide for the Establishment, Organization and Management of Home Economics Courses in Grades VII and VIII of Urban Public and Separate Schools.

Note: A large Graded Rural School may be required to meet the conditions of the Regulations under this Part.

2. A Public or Separate School Board or Board of Education may, with the approval of the Minister, establish Home Economics Courses under these Regulations.

3. Two or more Boards may co-operate in establishing such courses. Arrangements for joint management and financial support shall be mutually agreed upon.

ACCOMMODATIONS

4. (1) The plans of any building to be erected or of the lay-out of any rooms to be provided for Home Economics shall be submitted to the Minister for his approval.

(2) The accommodation for a Home Economics centre should include a laboratory of an area of approximately 800 to 1,000 square feet, and an additional room adjacent to the laboratory to be used for the storage of food supplies, sewing supplies, and material for equipment projects. This room should have an area of about 100 square feet. The storage space in these rooms should be arranged to facilitate the work of the pupils and the checking of the equipment at the close of the lesson.

(3) The Home Economics rooms should be located above the grade level and preferably in a central part of the school. The walls, floors, ceilings should be reasonably sound-proof and so constructed that they can be kept clean and redecorated at a reasonable cost.

(4) The natural lighting provided should equal that required by the regulations governing the school in which the centre is situated. Provision for artificial lighting should be such that the intensity of illumination on the working surface is at least 15 foot candles.

(5) A sufficient number of blackboards and bulletin boards should be installed in suitable locations.

EQUIPMENT AND FURNITURE

5. (1) The equipment and furniture provided shall be adequate to carry out the prescribed course of study. Since it is intended that local conditions shall receive full consideration, no definite equipment lists are set forth in these Regulations. Information and advice will be supplied by the Department upon application.

(2) All expenditures for furniture and equipment upon which it is intended to claim a grant must be approved by the Minister before such expenditures are made. *Duplicate* lists showing exact quantities and approximate prices (totalled) shall accompany the application for approval.

(3) In the statements of claim for grants on equipment and furniture, expenditures for consumable supplies, replacements or repairs shall not be included.

(4) In the event of any equipment or furniture upon which a grant has been paid remaining unused for two years, the Minister may direct the transfer to other centres in the Province of a part of such equipment and furniture equal in value to the grant paid thereon.

(5) A complete inventory of all equipment and furniture shall be kept in a suitable catalogue book. The catalogue shall show, in addition to a description of the article, the date of purchase, the vendor, and the actual cost to the Board. The catalogue shall be submitted to the Inspector at the time of his official visit.

(6) A record of the supplies purchased shall be entered in a suitable book by the Home Economics instructor.

ORGANIZATION

6. In schools where instruction in Home Economics is offered, it shall be provided for Grades VII and VIII.

7. Grades VII and VIII classes shall each receive instruction for at least 1½ hours (one-quarter day) per week throughout the school year.

Note: It is recommended that Grade VIII classes should receive instruction for two one-quarter days each week.

8. The maximum enrolment in each Home Economics class shall be 24 pupils, and the minimum enrolment shall be 10 pupils.

Note: If, in Grades VII and VIII combined, there are less than 10 pupils, instruction shall be carried on under Part II of these Regulations.

9. A register showing the attendance and the work of each pupil shall be kept in suitable form, and shall be submitted to the Provincial Inspector at the time of the official inspection.

QUALIFICATIONS OF STAFF

10. The qualification for teaching Home Economics under this Part shall be an Interim Intermediate Home Economics certificate or an Interim Specialist's Home Economics Certificate.

Note: If a board is unable to obtain a teacher fully qualified according to the Regulations, application may be made by the board to the Minister for temporary standing valid for one year in respect of a teacher not fully qualified.

CERTIFICATION OF TEACHERS

11. (1) The requirements for obtaining the Interim Intermediate Home Economics certificate and the Interim Specialist's Home Economics certificate are set forth in the Calendar of the Ontario College of Education.

Note: Candidates who hold Elementary Home Economics certificate "A", Elementary Home Economics certificate "B", or Elementary Home Economics certificate "C", will be exempt from attendance in the course for the Interim Intermediate Home Economics certificate during the autumn term.

(2) (a) To obtain a Permanent Intermediate Home Economics certificate, or a Permanent Specialist's Home Economics certificate, the teacher must hold an Interim certificate and have had two years' subsequent successful teaching experience approved by the Provincial Inspector of Home Economics in a centre operating under these Regulations.

(b) The teacher shall also successfully complete a special course in Sewing and Dressmaking, at the Ontario Training College for Technical Teachers, within five years after obtaining the Interim Intermediate or the Interim Specialist's Home Economics certificate.

DUTIES OF INSTRUCTORS

12. (1) The Home Economics Instructor shall be directly responsible to the Principal of the School in which the centre is situated.

(2) The Instructor shall be responsible for the maintenance of the equipment in a satisfactory condition and, under the direction of the Principal, shall prepare the requisitions for supplies and for the replacement and repair of equipment.

(3) The Instructor shall be responsible for effective instruction, class management and discipline; for active co-operation with the other teachers and with the Principal in securing suitable selection, arrangement and correlation of the subject-matter and materials of instruction; and, in general, for contributing to the maintenance of the discipline and "esprit de corps" of the school.

(4) It shall be the duty of the Instructor to co-operate with the Principals and teachers of schools sending classes to the Home Economics centre.

(5) The Instructor shall not be relieved of any of the duties assigned to teachers under the Regulations governing the school in which the centre is situated.

INSPECTION

13. (1) Subject to instructions from the Minister, the Director of Vocational Education or his representative shall inspect the Home Economics classes organized in Public and in Separate Schools under this Part.

(2) The powers of the Director of Vocational Education or his representative in relation to Home Economics classes under his charge shall be the same as those prescribed for the Public and Separate School Inspectors in relation to the schools under their charge.

TEXTBOOKS

14. Textbooks and Reference Books for use in Home Economics courses shall be selected by the Principal and approved by the Minister.

COURSES OF STUDY

15. The course of study to be followed in Grades VII and VIII is set forth in the Programme of Studies for Public and Separate Schools. An enlargement of this course of study shall be prepared by the teacher and be available at the time of inspection.

LEGISLATIVE GRANTS

16. No Legislative Grant shall be paid to the boards concerned for teaching Home Economics unless instruction is given in accordance with the Course of Study laid down by the Department.

17. (1) A Board which complies with the regulations governing Home Economics in Grades VII and VIII in respect of the accommodations, equipment, supplies, qualifications of staff, courses of study, and quality of instruction, shall be entitled to grants according to the following plan for *each centre* established. There shall be only one centre recognized in any one school, regardless of the number of rooms equipped and occupied, unless more than one is recommended by the Inspector and approved by the Minister.

(a) An annual grant, based on the Inspector's grading, as follows:

Grade I	$200.00
Grade II	100.00
Grade III	50.00

(b) Equipment and Furniture Grant:

Fifty per cent. (50%) of expenditure on equipment and furniture approved by the Minister, to a maximum expenditure of $2,000.00.

Note (1): In case any centre received a grant on equipment and furniture under the 1936 Regulations, the grant of 50% shall apply only to the balance of expenditure to the aforesaid maximum.

Note (2): The grant on equipment will be paid forthwith upon receipt of a statement in detail on Form No. 164 of the actual purchases made, together with receipted invoices or vouchers with cancelled cheques as evidence of payment. The statement must agree in all material respects with the list of equipment approved under Regulation 5. Vouchers will be returned immediately after examination.

(2) In schools where the enrolment of pupils in Grades VII and VIII is small, these grades may be combined for instruction in Home Economics. Grants as set forth in subsection (1) (a) shall not be payable in full to the boards of schools in which the grades are so combined. The Inspector concerned will make recommendations to the Minister regarding the annual grant to be paid in such cases, having regard to the enrolment and the character of the instruction in the combined grades.

18. If the amount voted by the Legislature is insufficient to pay in full the grants provided, the Minister may make a pro rata reduction of the annual grant.

19. These Regulations shall take effect from the 3rd day of September, 1940.

PART II

SPECIAL PROVISIONS FOR RURAL AND CERTAIN URBAN SCHOOLS

1. Where not inconsistent with the provisions of this Part, the General Regulations shall be applicable to Home Economics classes established under these Provisions.

2. (1) A Board which, in the opinion of the local Public or Separate School Inspector, is unable to comply with the provisions of the General Regulations, may establish a Home Economics centre under the provisions of this Part. The local inspector is authorized to organize and inspect such centres.

(2) If, for any reason, the Inspector is in doubt as to whether the instruction should be provided under the General Regulations or Special Provisions, he shall submit the question to the Minister for decision.

Note: A small Urban School may be permitted to organize under this Part.

ORGANIZATION

3. (1) The subject shall be taught in Grades VII and VIII (to each Home Economics class taught separately) at least one hour per week

throughout the school year, as a regular subject of the school timetable.

Note: With the approval of the local School Inspector, instruction may commence not later than January 1st, but must be continued to the end of June.

(2) (a) The maximum enrolment in each Home Economics class of a *Graded School* shall be 24 pupils, and in the case of more than one Home Economics class, the minimum enrolment shall be 10 pupils.

(b) The minimum enrolment in a Home Economics class of an *Ungraded School* shall be 5 pupils.

(3) A record of the attendance and work of each pupil shall be kept in a manner approved by the local School Inspector.

ACCOMMODATIONS

4. (1) In *Ungraded Schools* (one-teacher schools), provision should be made in the classroom for space sufficient to accommodate the necessary equipment and supplies. If sufficient space is not available in the classroom, work-tables and other equipment may be installed in an adjoining room or in the basement, if such is available and approved by the local Inspector.

(2) In *Graded Schools* (more than one teacher), satisfactory accommodation may be provided by the installation of the necessary equipment in one of the classrooms or in some other suitable room. In the larger Graded Schools operating under these Provisions a *separate room* should be provided.

QUALIFICATIONS OF STAFF

5. The qualifications for teaching Home Economics under these Provisions shall be: (a) at least a Second-class certificate, and (b) the Elementary Home Economics certificate, Type "C" (or the former Elementary Household Science certificate).

Note: If a board is unable to obtain a teacher fully qualified according to the Regulations, application may be made by the board to the Minister for temporary standing valid for one year in respect of a teacher not fully qualified.

CERTIFICATION OF TEACHERS

6. (1) The requirements for obtaining the Elementary Home Economics certificate, Type "C", are shown in the General Announcement of Summer Courses (1939).

(2) To obtain a Permanent Elementary Home Economics certificate, the candidate must hold the Interim Elementary certificate and have had two years' subsequent successful teaching experience in a centre operating under these Provisions, approved by the local Inspector.

EQUIPMENT AND FURNITURE

7. (1) *Ungraded* Schools (one-teacher schools):

The following articles of equipment are recommended. This list should be extended to meet local needs. High grade equipment should be purchased. *Proposed purchases shall be submitted to the local public or separate school inspector for his approval.*

Work-table accommodation—30″ by 72″.
Cupboard for equipment and supplies.
Stove and oven.
Oil-can.
2 Dish pans—3 coat enamel.
Draining rack—unrustable, 12″ by 19″.
Draining tray—No. 18, Stainless aluminum, 13″ by 18¼″.
Soap dish.
Tea-kettle—Wearever aluminum or 3 coat enamel.
Large kettle and cover.
1 medium saucepan—Wearever aluminum; heavy gauge, flat bottom, No. 4018; 3 coat enamel, No. 35.
1 small saucepan and cover.
1 large frying pan—No. 5, cast iron, 7½″.
2 baking dishes—oven proof, at least 9″ over all.
1 one-gallon pitcher.
1 medium pitcher.
2 mixing bowls—English, white, lined, earthenware, gripper style, 9″.
Salt and pepper shakers.
4 Measuring cups.
6 custard cups—No. 414, 4 oz. size.
6 white plates.
6 quart jars.
6 pint jars.
1 Grater—shredder set.
1 Egg beater—Dover, No. 484.
6 Forks—nickel, dessert size.
12 Teaspoons—nickel, standard size.
6 Tablespoons—nickel, standard size.
3 Vegetable knives—No. 116, Burns or No. 170 no stain 3″ blade riveted, water-proof handle.
6 Case knives—No. S14 Mosley dessert knives—Sheffield stainless 5″ blade, non-destructible handle.
1 Large strainer—7″ reinforced.
1 Small strainer—5½″ reinforced.
1 Bread knife—8S Burns.
1 Wooden spoon—Beach 9½″.
1 Can opener—Foley.
1 French knife—8″.
1 Egg lifter.
3 Vegetable brushes with handles.
1 Scrub brush—No. 300 Dominion.
1 Dipper.
2 Pails—No. 12, hot galvanized, 8 qts.

6 Dish towels.
3 Dish cloths.
3 Scrub cloths.
1 Stove mitt.
1 Pot holder.
1 Dust mop—No. 620, Duall, 52″.
1 Wringer mop—self wringing style.
1 Broom—5 string, fine cord, 43″.
1 Dust pan.
2 Dusters.
1 Pair scissors.

(2) *Graded* Schools (schools with more than one teacher):

The equipment required will depend on the local situation, the number and grade of students in the class, the kind of work undertaken, etc. The suggested list shown above should be extended so that sufficient equipment is available for all students in the class under instruction.

SUBJECTS OF STUDY

8. The Course of Study to be followed in Grades VII and VIII operating under these provisions is set forth in the Programme of Studies for Public and Separate Schools.

INSPECTION

9. Subject to instruction from the Minister, the local Public or Separate School Inspector shall inspect the Home Economics in the Public and Separate Schools operating under these special provisions.

LEGISLATIVE GRANTS

10. A Board which complies with the regulations governing the teaching of Home Economics in Grades VII and VIII under these Provisions in respect of accommodations, equipment, supplies, qualifications of staff, courses of study, and the quality of instructions, shall, upon the recommendation of the local Inspector, and subject to the approval of the Minister of Education, be entitled to grants according to the following plan:

When the teacher holds a Second-class certificate and at least the Elementary certificate in Home Economics, Type "C" (or the former Elementary Household Science certificate):

A. *Ungraded* Schools (schools with one teacher).

To the Board:

(a) A fixed annual grant of $50.00.
(b) Equipment grant:

A grant of fifty per cent. (50%) of the expenditure on equipment approved by the local Inspector, to a maximum expenditure of $100.00.

B. *Graded* Schools (schools with more than one teacher).

To the Board:

(a) A fixed annual grant as follows:

$50.00 for one class.
$10.00 for each additional class.

(The maximum grant shall not exceed $100.00.)

(b) Equipment grant:

A grant of fifty per cent. (50%) of the expenditure on equipment approved by the local Inspector, to a maximum expenditure of $300.00.

Note: A combined report (Form No. 1) covering the current school year shall be submitted to the Department by the teacher and the Board, through the local Inspector, on or before *July 15*. This form is sent to the local Inspector for distribution in September, and *must be returned to him by the teacher before school closes.*

11. If the amount voted by the Legislature is insufficient to pay in full the grants provided, the Minister may make a pro rata reduction of the annual grant.

12. These Regulations shall take effect from the 3rd day of September, 1940.